



# DEPARTMENT OF CORPORATIONS

## JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

Preston DuFauchard, California Corporations Commissioner

Dale Bonner, Agency Secretary

**Release Date:** May 14, 2007

**CLASSIFICATION:** CORPORATION EXAMINER IV (Specialist)  
1 Position – Permanent/Full Time

**FINAL FILING DATE:** May 25, 2007 or Until Filled

**SALARY:** \$5378 - \$6864

**POSITION LOCATION:** Enforcement Division, 320 West 4<sup>th</sup> Street, Suite 750, Los Angeles

**DUTIES AND RESPONSIBILITIES** – Plans, organizes, and conducts examinations and investigations of licensees, business firms, and individuals; analyzes the most complex transactions related to administrative, civil and/or criminal violations of the various laws administered and enforced by or affecting the department or the public; advises counsel and other agencies of suspected violations of laws and regulations; assists Securities Regulation Division, and Financial Services Division in the identification and development of administrative and enforcement actions; locates, gathers, documents and preserves evidence; conducts interviews; prepares subpoenas; writes reports and declarations; testifies as an expert witness regarding findings; and assists departmental counsel and prosecutors in preparing for administrative, civil and criminal proceedings. This position may require travel throughout the State.

### **DESIRABLE QUALIFICATIONS**

- ◆ Excellent interpersonal skills.
- ◆ Effective communication skills.
- ◆ Auditing and/or accounting experience.
- ◆ Excellent analytical skills.
- ◆ Ability to work independently with little supervision.
- ◆ Knowledge of Microsoft Word, Excel and other computer programs.
- ◆ Works well under pressure.
- ◆ Willingness to travel.
- ◆ Willingness to accept additional responsibility.

**WHO MAY APPLY** – State employees who are currently at the Corporation Examiner IV (Specialist) level, those within transfer range or individuals with list eligibility who are reachable (in the top three ranks) are encouraged to apply. For further technical information regarding the position, please contact Jeffrey Nielsen at (213) 576-7632, CALNET 8-649-7632. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA #06-ENF-LA** under the job title).

### **SUBMIT APPLICATION AND RESUME TO:**

Department of Corporations  
Human Resources Office  
Attention: Mabel Miramon  
1515 K Street, Suite 200  
Sacramento, CA 95814  
(916) 445-2953 or CALNET 8-485-2953

RPA #06-ENF-LA (CA)

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.  
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE.  
THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.